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20 January 1981

MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer

FROM :
 Acting Chief, Management Staff, ODP

SUBJECT : Management Staff Weekly Report for
 Week Ending 20 January 1981

Project Activity Report (PAR)

The initial processing of the December 1980 PAR data is complete and the listing has been printed and is being reviewed. Barring complications, the December PAR should be verified and approved by the end of this week, well within the planned report distribution cycle.

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1983 Program Plan

The initial meeting on the 1983 Program Plan between the DDA Management Staff and DDA Office Planning and Budget Officers was held Monday, 19 January 1981. The program is due in the DDA on 6 March 1981. This year's plan for handling out-year costs was highlighted in the meeting. Only net changes from year-to-year will be shown and that will be on a special form which will contain a detailed explanation of the changes.
 (ODP only)

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Allotment

ODP has received a reimbursable allotment in the amount of \$16,700 to cover FY 1981 VIP administrative costs.

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Outstanding Advances

As of 9 January 1981, 39 advances remain outstanding, of which, none are delinquent. [redacted]

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Excess Equipment

ODP Processing has expressed interest in acquiring an IBM 029 card punch which is excess to OSO's needs. This equipment has an automatic interpreting feature and will replace an ODP card punch without this capability. [redacted]

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External Procurement

ODP concurred on three externally-funded procurement actions: a [redacted] graphics terminal with printer for DDO/IMS and a [redacted] terminal and [redacted] minicomputer for OSO. The two terminals will be placed on ODP property records and supported by ODP and the minicomputer will be used for a classified field requirement. [redacted]

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ODP concurred on draft F of [redacted] ADP Management. We are optimistic that this will be the final draft. [redacted]

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